

SAAR Application Instructions (Authority Role)

(<https://dfas-in.csd.disa.mil/saar-web/user/home.action>)

When you log into Systems Authorization Access Request (SAAR), this is what you will see:

The screenshot shows the SAAR application home page in Internet Explorer. The browser title is "SAAR - Home - Windows Internet Explorer provided by DFAS". The address bar shows the URL "https://dfas-in.csd.disa.mil/saar-web/user/home.action". The page has a purple header with a "User" tab selected, displaying "Welcome: DAKE.SHIRLEY.J.1141788660". Below the header is a navigation bar with tabs: "User", "Password Reset", "History", "Contact Info", "User Profile", and "Help". The main content area is titled "System Authorization Access Request (SAAR)" and "Home". It features a box for "SHIRLEY J DAKE at DFAS". Below this are two main sections: "User Request" and "Authority Request". The "User Request" section has a dropdown for "Application*" set to "ASK-FM" and a dropdown for "Type of request:" set to "INITIAL", with a "Create Request" button. The "Authority Request" section has a red warning message: "Those requiring Supervisors, TASOs and Security Managers roles to approve 2875 requests should click the button below." and a "Create SAAR Authority Request" button. At the bottom, there is a "Help" button and a font size selector. A disclaimer at the bottom states: "You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only. By using this IS (which includes any device attached to this IS), you consent to the following conditions: The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations."

SAAR - Home - Windows Internet Explorer provided by DFAS

https://dfas-in.csd.disa.mil/saar-web/user/home.action

User

Welcome: DAKE.SHIRLEY.J.1141788660

User Password Reset History Contact Info User Profile Help

System Authorization Access Request (SAAR) Home

SHIRLEY J DAKE at DFAS

User Request

Application*: ASK-FM

Type of request: INITIAL

Create Request

Authority Request

Those requiring Supervisors, TASOs and Security Managers roles to approve 2875 requests should click the button below.

Create SAAR Authority Request

Help

Font size: A A A

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only. By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.

Start 2 Internet Ex... JD Resume 20... Inbox - Micros... SWIFT, PAUL... Microsoft Pow... 9:14 AM

Make sure the application selected is ASK-FM and request is INITIAL, unless you currently have access to another system through SAAR, in which case you select MODIFY. Select **Create SAAR Authority Request**.

SAAR - Home - Windows Internet Explorer provided by DFAS

https://dfas-in.csd.disa.mil/saar-web/user/home.action

User

System Authorization Access Request (SAAR)

SHIRLEY J DAKE at DFAS

User Request

Application*: ASK-FM

Type of request: INITIAL

Create Request

Authority Request

Those requiring Supervisors, TASOs and Security Managers roles to approve 2875 requests should click the button below.

Create SAAR Authority Request

Help

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only. By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.

Font size: A A A

Start | 2 Internet Ex... | JD Resume 20... | Inbox - Micros... | SWIFT, PAUL... | Microsoft Pow... | 9:14 AM

The next screen shows your personal information. Make sure it is correct and the Information Awareness Training Date (**IAT Date**) is within the last year. Select “Next/Save” at the bottom of the screen to continue.

SAAR - PART I - Windows Internet Explorer provided by DFAS

https://dfas-in.csd.disa.mil/saar-web/user/stepOneInput.action

Welcome: DAKE,SHIRLEY,J.1141788660

User | Password Reset | History | Contact Info | User Profile | Help

System Authorization Access Request (SAAR) PART I

PRIVACY ACT STATEMENT

Authority: Executive Order 10450; and Public Law 99-474, the Computer Fraud and Abuse Act

Principal Purpose: To record names, signatures, Social Security Numbers for the purpose of validating the trustworthiness of individuals requesting access to Department of Defense (DoD) systems and information.
Note: Records may be maintained in both electronic and/or paper form.

Routine Uses: None.

Disclosure: Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay, or prevent further processing of this request.

Request Id: REQUEST.ASK-FM.20120423

Type of request: INITIAL Date: 4/23/12

System/Application: ASK-FM Location*: DECC - OGDEN

NAME(Last): DAKE (First): SHIRLEY

(Middlename): J Organization: DFAS

Office Symbol/Dept: HTSCBC Phone(DSN or Commercial): 3175104979

Office E-mail Address: shirley.dake@dfas.mil Job Title and Grade/Rank: Financial Analyst GS-11

Official Mailing Address: 8899 E. 56th Street
Indianapolis, IN 46249

Citizenship: US Designation: CIVILIAN

IAT Completed: ☒

IAT Date*: 10/9/09

Start | 2 Internet Ex... | JD Resume 20... | Inbox - Micros... | SWIFT, PAUL... | Microsoft Pow... | 9:19 AM

Fill in the Justification for Access: “**Approve individual requests within my organization**”

SAAR - User Justification & Optional Information - Windows Internet Explorer provided by DFAS

https://dfas-in.csd.disa.mil/saar-web/user/stepOneSave.action

Welcome: DAKE.SHIRLEY.J.1141788660

System Authorization Access Request (SAAR)

SHIRLEY J DAKE at DFAS

Justification for Access*: dgbhhhhh

Optional Information for access:

Next (Save)

Cancel

Help

Font size: A A A

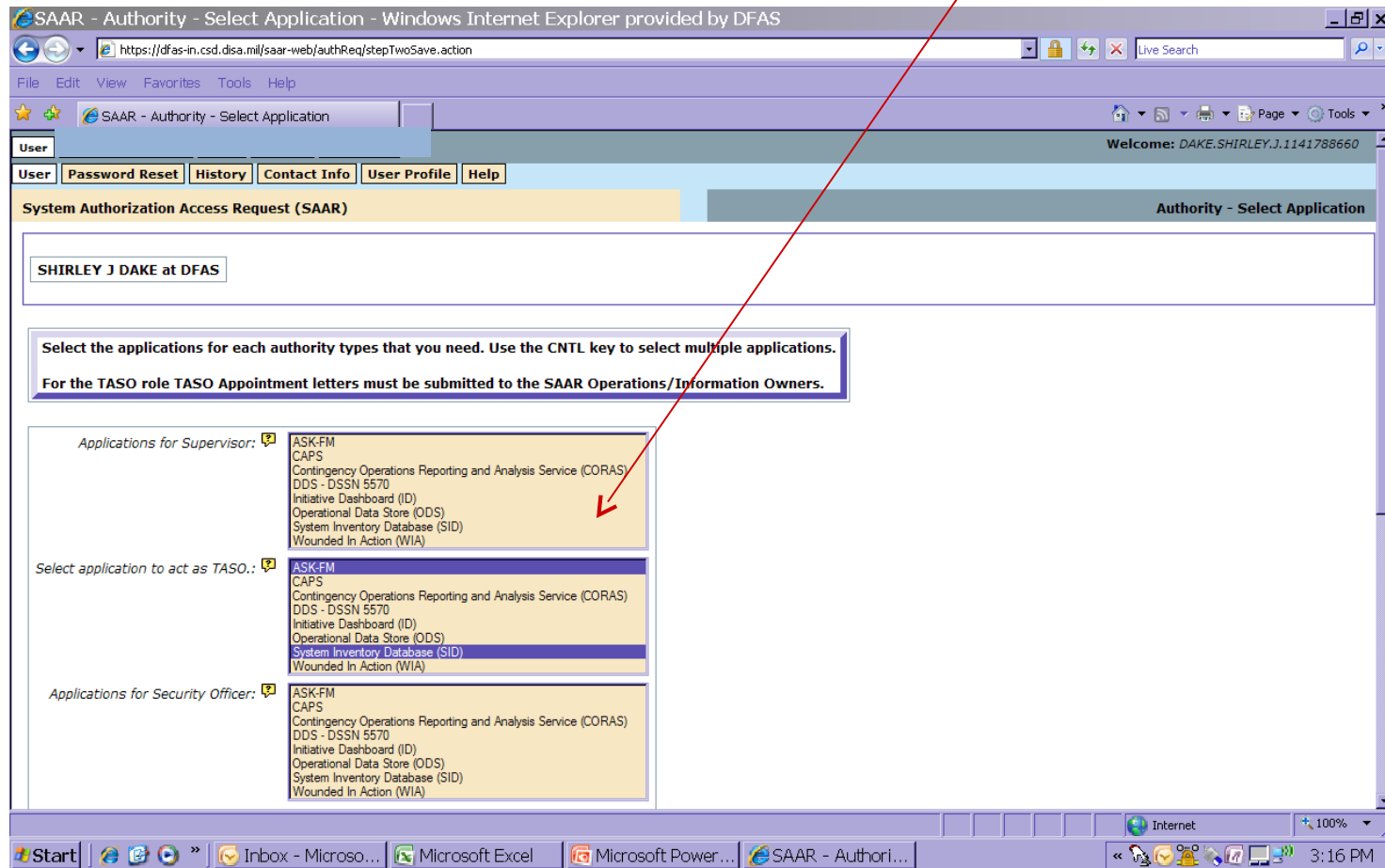
You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only. By using this IS (which includes any device attached to this IS), you consent to the following conditions:

Start | 2 Internet Ex... | JD Resume 20... | Inbox - Micros... | SWIFT, PAUL... | Microsoft Pow... | 9:20 AM

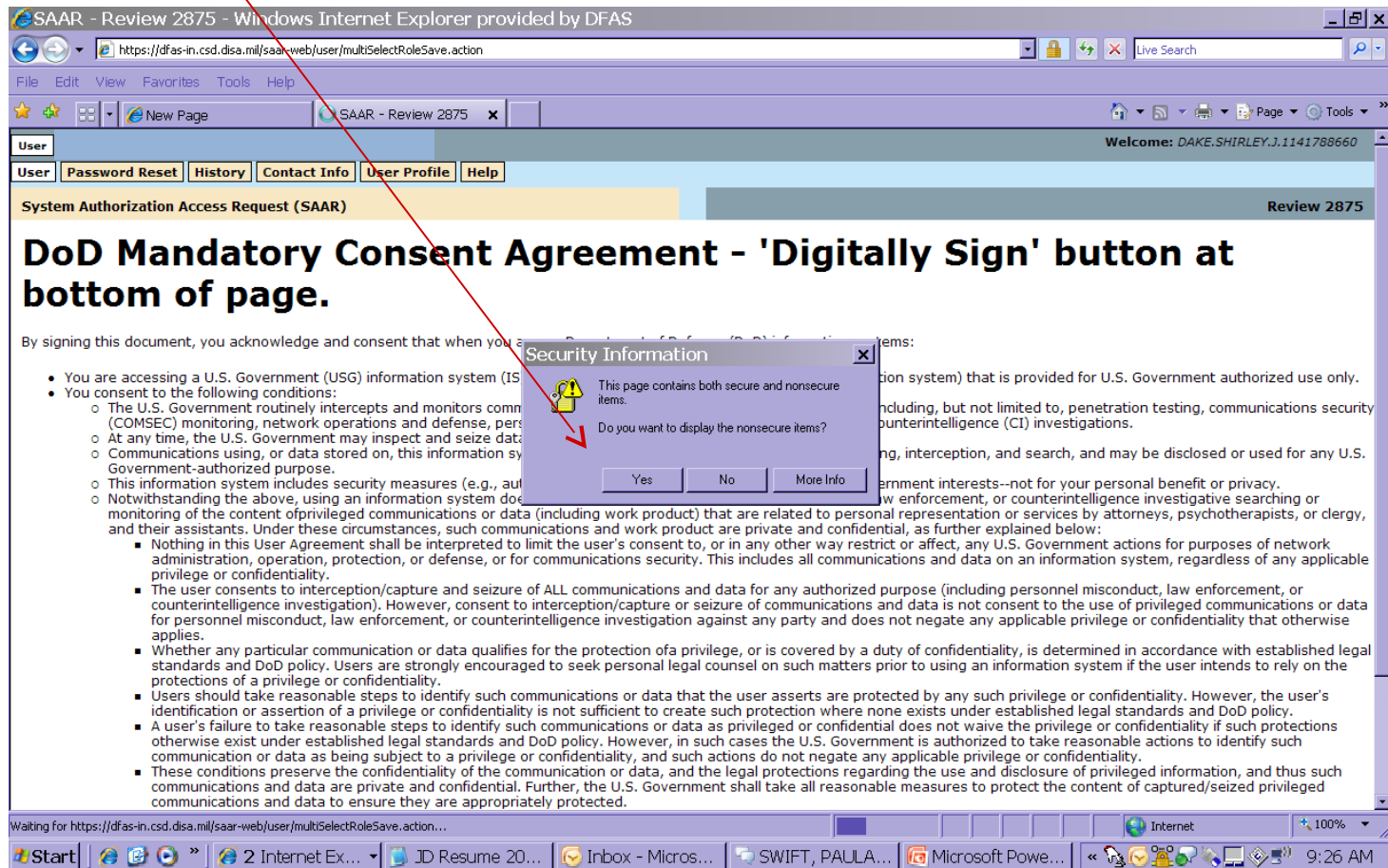
Click on “Next/Save” to continue.

Click on the drop down and select “ASK-FM” for the authority role you are requesting.

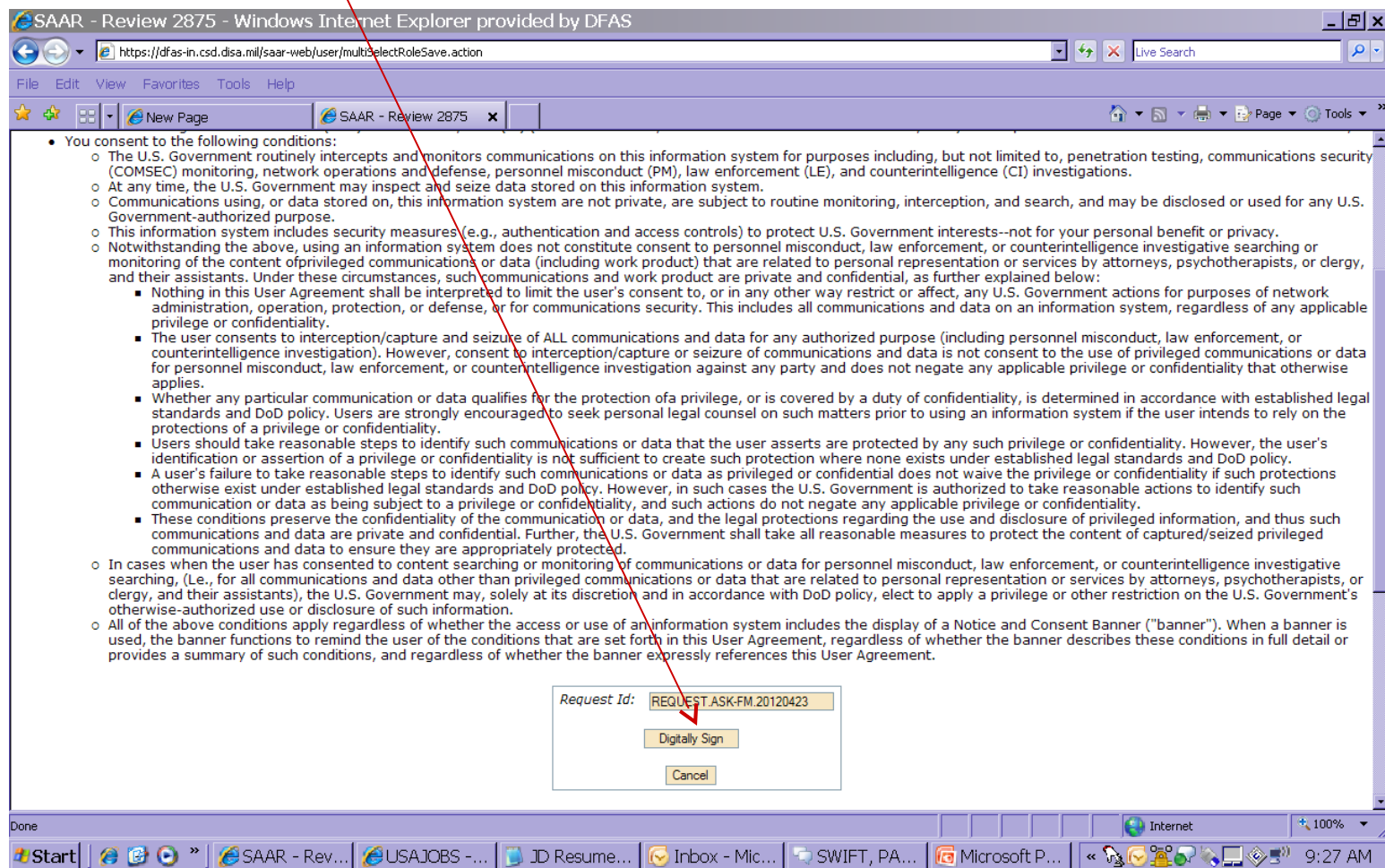
Select “Next/Save”.



This screen will ask if you want to display nonsecure items.
Select “Yes”.



Select “Digitally Sign” to complete your request.



When you get this screen, you know your request was submitted. After approval from SAAR Operations, you will receive an email that your request has been approved.



Once you have access and log into SAAR, you will have your roles listed here. Select the approval role you want to use (i.e. Supervisor, TASO, etc.)

SAAR - Home - Windows Internet Explorer provided by DFAS

https://dfas-in.csd.dsa.mil/saar-web/user/home.action

File Edit View Favorites Tools Help

InfoView SAAR - Home

User Information Owner **TASO** Reports Contact Us

User Password Reset History Contact Info User Profile Help

Welcome: DAKE.SHIRLEY.J.1141788660

System Authorization Access Request (SAAR) Home

SHIRLEY J DAKE at DFAS

User Request

Application*: ASK-FM

Type of request: INITIAL

Create Request

Authority Request

Those requiring Supervisors, TASOs and Security Managers roles to approve 2875 requests should click the button below.

Create SAAR Authority Request

Help

Font size: A A A

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only. By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.

Start | Inbox - Micro... | Microsoft Excel | Microsoft Power... | SAAR - Home - ... | 9:28 AM

Once you select your role, you will see the following screen. You can either fill in the surname of the individual you want to approve or select “**See all Users**”. Now select “**Filter**”.

SAAR - Information Owner Review - Windows Internet Explorer provided by DFAS

https://dfas-in.csd.disa.mil/saar-web/lo/loList.action

File Edit View Favorites Tools Help

InfoView SAAR - Information ... x

User Information Owner TASO Reports Contact Us

Welcome: DAKE.SHIRLEY.J.1141788660

Information Owner Waiting User List SAAR Authorities List

System Authorization Access Request (SAAR) Information Owner Review

Select the items to create a filter

Application: ☐ ASK-FM Surname:

See all Users: ☐ Rows:

Filter Reset

A=Approval, D=Deny, R=Return, E=Edit Groups/Roles, V=View

No items found.

A	D	R	E	V	Last Name	First Name	MI	Type of Request	Create Date	Telephone	Supervisor
Nothing found to display.											

Help

Font size:

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only. By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged

Internet 100%

Start | Inbox - Microso... | Microsoft Excel | Microsoft Power... | SAAR - Inform... | 9:29 AM

This screen shows all individuals available for approval. You can now (V)iew the 2875, (R)eturn the request, (D)eny the request or (A)pprove request.

SAAR - TASO Search - Windows Internet Explorer provided by DFAS

https://dfas-in.csd.dia.mil/saar-web/taso/tasoList.action

File Edit View Favorites Tools Help

InfoView SAAR - TASO Search x

User Information Owner TASO Reports Contact Us

Welcome: DAKE,SHIRLEY.J.1141788660

TASO

System Authorization Access Request (SAAR) TASO Search

Application: SK-FM Surname: Rows: 10 See all Users: ☒

Filter Reset

A=Approval, D=Denial, R=Return, V=View

2 items found, displaying all items.

A	D	R	V	Last Name	First Name	MI	Type of Request	Create Date	Telephone	Assigned TASO	Supervisor
A	D	R	V	CARTER	LEE	M	INITIAL	2012-06-06	317-212-2655	ALFORD.PEGGY.J.1230300999	cn=brown.samuel.m.1230067291, ou=usa, ou=pki, ou=dod, o=u
A	D	R	V	SCHULTZ	DOUGLAS	A	INITIAL	2012-07-19	699-4937	MIKUS.KATHERINE.V.1089073460	cn=anderson.neil.a.1076966253, ou=dfas, ou=pki, ou=dod, o=u

Export options: CSV Excel XML PDF

Help


Font size: A A A

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only. By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.

Done

Start | Internet | 100% | 9:31 AM



Font size: A⁺ A⁺ A

If you selected A for “Approve”, you will see the following screen. As Supervisor, you will be prompted to Select the TASO to Notify; As TASO, you will be prompted to Select the Security Manager to Notify. Use the drop down arrow to make your selection. If the individual you are looking for is not listed, they must register in SAAR for their Role. Select “**Submit**”.

SAAR - Next Authority to Notify - Windows Internet Explorer provided by DFAS

https://dfas-in.csd.disa.mil/saar-web/taso/select5m.action?requestForm.dh=cn%3DREQUEST.ASK-FM.20120606%2Ccn%3DCARTER.LEE.M.1148324278%2Ccn%3DUSERS

File Edit View Favorites Tools Help

InfoView SAAR - Next Authorit...

Welcome: DAKE.SHIRLEY.J.1141788660

User Information Owner TASO Reports Contact Us

TASO

System Authorization Access Request (SAAR) Next Authority to Notify

Request for CARTER, LEE M

Security Manager to Notify: AKINS.LAVINAR.1105324886

Submit

Help

Font size: A A A

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only. By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. [See details.](#)

You also consent to follow all provisions of:

- Privacy Act ■
- Copyright © 2009-2010, United States Department of Defense (DoD). ■
- Defense Finance and Accounting Service (DFAS) ■
- All Rights Reserved. ■

Release 2.1.3 - p1

Done

Start | Inbox - Micros... | Microsoft Excel | Microsoft Powe... | SAAR - Next A... | https://dfas-in... | 9:34 AM

You must now follow the screens to Digitally sign the request. You will get a screen telling you the request has been completed/forwarded to the next step.